

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: RECREATION PROGRAM COORDINATOR - TEEN
RECREATION DIVISION
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and professional work in developing, coordinating, and managing programs in assigned area(s) to meet the recreation and leisure needs of the community. Work involves planning, implementing, and evaluating programs for kids ages eleven to eighteen; planning, implementing, and evaluating classes for kids ages eleven to eighteen; balancing budget and procuring supplies for teen center, classes, special events, and camps; planning, implementing, and evaluating youth special events; supervising part-time staff at teen center and seasonal summer camp staff; maintaining equipment and safety standards; planning, supervising, and evaluating summer camps; supervising adult and student volunteers; creating quarterly reports of teen center and teen activities; maintaining reports for grants; developing and maintaining partnerships with local service organization and businesses; assisting with department special events; providing course descriptions for publications; and developing advertising pieces for events. Reports to the Recreation Program Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Recreation Program Coordinators perform a variety of administrative and professional work according to assigned work and/or supervisor. Duties may include the following:

Supervises part-time After School Coordinator, teen center staff, after school programs, and teen center activities.

Plans teen classes and teen center special events for quarterly brochure.

Procures supplies for teen center, classes, camps, and special events.

Plans and supervises seasonal summer camp staff for Summer Playground and Teen Excursion Camp.

Makes reservations for daily Teen Excursion Camp activities.

Supervises student volunteers from local high and middle schools, court ordered community service, and adult volunteers.

Plans youth special events including Lunch with Santa, Kids Halloween Party, Spring Break Camps, etc.

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Creates quarterly newsletter sent to all registered teen center participants.

Creates marketing and advertising pieces to promote teen center and special events including flyers, brochures, and newspaper advertisements.

Completes yearly evaluations of staff.

Attends meetings with peers to discuss trends in teen behavior and programming ideas.

Develops partnerships with local service organizations and businesses.

Maintains a working relationship with local service organizations and businesses.

Completes quarterly reports of teen center activities, revenues, expenditures, volunteer hours, attendance, special events, and incident reports for Town Council.

Maintains accurate volunteer hour log.

Maintains cashbox for teen center snack sales.

Creates teen center staff schedules.

Maintains all grant reports as necessary.

Serves as Agency representative on State boards.

Deposits monies from teen center snack sales.

Completes summer camp staff timesheets.

Maintains incident report logs; ensures proper disciplinary actions were taken.

Schedules teen center security.

Labels and delivers Community Center brochures to Post Office.

Updates and creates classes in software program.

Receives and/or reviews various records and reports such as Teen Center attendance sheets, Teen Center cash log, class rosters, incident reports, and grocery store receipts.

Prepares and/or processes various records and reports such as Teen Center budget ledger, quarterly report, Teen center schedule, Teen activities and special event brochure, and event flyers.

Refers to Town of Vienna website, Teen Center budget, Fairfax County Public Schools website, kidshealth.org, Teen Center archives, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as personal computer, printers, plotter printers, fax machine, etc.

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Uses a variety of supplies such as office supplies, etc.; and a variety of computer software such as RecTrac, Internet Explorer, Microsoft Word, Microsoft Outlook, Microsoft Excel, IVIS, Microsoft Access, etc.

Interacts and communicates with various groups and individuals such as the Recreation Program Supervisor, supervisory staff, Teen Center staff, local service organizations, teens, Town staff, and the general public.

ADDITIONAL JOB FUNCTIONS

Fills in for front desk staff as necessary by answering telephones, taking class registrations, answering questions from the public, etc.

Cleans facility as needed.

Performs general clerical duties as required, including preparing reports and correspondence, copying and filing documents, sending and receiving faxes, answering the telephone, entering computer data, attending meetings, ordering supplies, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree plus two years in leisure services, parks and recreation management, or related field supplemented by one to two years of responsible experience in recreation programming; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must be able to obtain CPR and First Aid certifications. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers and volunteers and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, etc. Requires the ability to prepare reports, records, correspondence, schedules, publicity materials, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees and students. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds and in a variety of technical and/or professional languages including recreation administration, marketing, public relations, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Recreation Program Coordinator - Teen. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of recreation, art, programming and event planning, marketing, community relations. Is able to make sound, educated decisions. Has knowledge of administrative principles involved in planning, coordinating, and implementing various programs and related activities. Is able to oversee the work of assigned seasonal staff and volunteers. Is able to offer training and assistance to co-workers, volunteers, and employees of other departments as required. Is able to

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take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite infrequent exposure to extreme heat / cold, humidity, violence, machinery hazards, toxic agents, violence, etc. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

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Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.